



BOSTON INSPECTIONAL SERVICES

5-YEAR ALTERNATIVE INSPECTION PLAN FILING INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY

5-Year Inspection Plan

This plan allows property owners to apply to Boston Inspectional Services for an exemption to the requirement under ordinance CBC 9-1.3 that each apartment be inspected every time that it is rented out to a new occupant. Upon successful application, said Owner will be subject to the Five-Year Alternative Inspection Plan.

This exemption is subject to revocation following a hearing held by this office if the unit subject to the exemption has one (1) or more violations of the Massachusetts State Sanitary Code and if, upon proper notice of those violations to the Owner, the violations have not been corrected in the time provided in such notice.

Approved owners are required to maintain maintenance records for any and all exempted units for the duration of the exemption, and such records shall be available for review by ISD during regular business hours or upon reasonable notice to the Owner

Application Process

Applications can be submitted electronically via the Internet, or by submitting application forms, which may be obtained from, our website: www.cityofboston.gov/isd/housing. Applications may also be mailed or filed electronically in our office located at 1010 Massachusetts Avenue, 5th Floor, Housing Inspection Division.

Only completed applications will be processed and written applications must be neat and legible. It is the applicant's responsibility to gather all necessary information to complete the application.

Once your application is received it will be reviewed and a written finding regarding the approval or denial of an exemption will be issued based on factors including, but not limited to, the following:

- (i) a review of the Owner's history of property management on file with the City of Boston and a management plan submitted for the property,
- (ii) a review of the Unit's history of compliance with the Massachusetts State Sanitary Code,
- (iii) a site visit of the property for which the exemption is sought, and
- (iv) If relevant, a history of compliance with CBC 9-1.3.

APPLICATION CHECKLIST:

- ☐ A completed and accurate application request form
- ☐ Documentation explaining any previous enforcement history with ISD, the Boston Public Health Commission or its predecessor the department of Health and Hospitals.
- ☐ A current Fire Escape/Egress Certificate. (Include in management plan)

APPLICATION CHECKLIST CONTINUED:

- ☐ Site Cleanliness License (applicable to dwellings that use Dumpsters for Trash Storage). (Include in management plan)
- ☐ A Copy of a current certificate of occupancy for the Dwelling. (Include in management plan)
- ☐ A Written Statement attesting that the subject Dwelling is being used in a manner consistent with it's Certificate of Occupancy. (Include in Management Plan)
- ☐ A complete list of other properties located in the City of Boston that are under the ownership of the applicant. (Include in management plan)
- ☐ A Management Statement or Plan for the maintenance of the property and responsiveness to tenant concerns. (E.g. attached)
- ☐ An affidavit attesting that the property owner(s) do not have an arrearage of debt owed to the City of Boston, which has been outstanding for more than 12 months. (Include in management plan)
- ☐ Application deposit Fee of \$50 dollars

TOTAL FEE

If initial approval is granted the owner must then pay the full amount of the fee in order to receive final approval. The total amount of the fee is calculated in accordance with the ordinance as follows:

“Fifty dollars (\$50.00) per Unit up to the first four (4) units for a five (5) year exemption from CBC 9-1.3 and (ii) an additional ten dollars (\$10.00) for each additional Unit in the same building up to a maximum of five hundred dollars (\$500.00) per building and if two (2) or more buildings comprise a complex owned by the same Owner then the fee shall not exceed one thousand dollars (\$1,000.00).”

Denied Applicants:

If denied for the 5-Year Alternative Inspection Plan, applicants may address the reasons for the denial and reapply the following year.

OWNERS OR COMPANY NAME
ADDRESS
CONTACT INFORMATION

MANAGEMENT PLAN FOR BUILDING X

To: **5-Year Alternative Inspection Plan**
 Boston Inspectional Services
 Housing Inspection Division
 1010 Massachusetts Avenue, 5th Fl.
 Boston, MA 02118

From:

Date

Re:

OVERVIEW

Historical Information. Age of Building or complex. Number of Units in building or complex.
Housing Type.

Management information

Staffing information.
Plan for tenant responsiveness.
Plan for preventative maintenance.

Emergency Procedures

Contact Information
Resources

Sworn Statements

Signed, dated and notarized statement attesting that the building or complex is being used in a manner consistent with the issued certificate of occupancy.

Signed, dated and notarized statement attesting that the owner does not have an outstanding arrearage of debt owed to the City of Boston for a period of more than 12 months.

Summary

Provide final overview of property with final reasons why you approval should be granted.